



9 May 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM : Director, Equal Employment Opportunity
SUBJECT : EEO Reporting

1. During Fiscal Year 1977, the Directorates have been reporting on a quarterly or monthly basis to both you and to the Office of EEO on the status of their EEO efforts including problems, progress, and future plans.

2. To consolidate this reporting and to include the status of Agency as well as Directorate EEO programs and to eliminate duplication, I propose that the Office of EEO provide you and the DCI with a single quarterly status report on equal opportunity and affirmative action activities in the Agency. This report will include both the information requested by you and the reporting required by the EEO Plan. The report will include, but not be limited to, the following areas:

a. Recruitment - to include hiring data by Directorate.

b. Full Utilization of Skills and Training (FUST) - including the development of female professional employees and managers.

c. Upward Mobility - including the status of formal programs.

d. Supervisory and Management Commitment - including incentive awards, EEO training attendance, and the evaluation of supervisory and managerial personnel.

e. Community outreach and involvement.

f. Program Evaluation - including the Federal Women's Program, Hispanic Program, Black Program.

g. Status of the operation of the EEO Complaint System.

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3. In addition, an Agency statistical summary will discuss the progress, trends and problems regarding recruitment, promotions, separations, population percentages, etc. RE

4. Should this report or other circumstances prompt interest in any specific area, an ad hoc report or briefing can be provided by the Office of EEO on a timely basis. RE

Omego J. C. Ware, Jr.
Director
Equal Employment Opportunity

/s/ E. H. Knoche

CONCUR:

E. H. Knoche
DDCI

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